Job Classification Specification

Museum Associate 3

Position Summary

Second level of Museum Professional providing a variety of Museum operations and services to students, faculty, staff, and community. Incumbent as this level is an experienced professional competent to resolve complex technical issues and serves as a senior and lead person for functional area(s).

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Designs exhibition to best realize exhibition goals.

Develops exhibition plan and standards, and oversees the preparation and installation of exhibitions. Manages exhibition budgets and staff.

Develops plans materials to promote exhibitions.

Serves as the technical expertise on resolving issues with preparing and installing exhibition items.

Acquires, catalogs, stores, and displays of museum items.

Establishes registration and catalog system. Manages museum's collection and the process of tracking and maintaining records of museum items.

Manages domestic and international loans, and in-house loans and traveling exhibitions.

Oversees the care, restoration and preservation of museum items.

Develops and maintains relationships with donors and potential donors.

Identifies grant opportunities, develops and prepares grant proposals to external funding agencies.

Provides guidance and work directions to less experienced staff on a regular basis. May oversee daily operations of one or more museum processes or closely related functions.
Job Classification Specification

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

Bachelor’s degree in art history, museum studies or related fields and 5 years of museum operations experience; or a combination of related education and work experience to equal nine years.

Effective 1/2/14